

***NATIONAL WEATHER SERVICE INSTRUCTION 10-505
NOVEMBER 17, 2003***

***Operations and Services
Public Weather Services, NWSPD 10-5
PUBLIC ZONE CHANGE PROCESS***

NOTICE: This publication is available at: <http://www.nws.noaa.gov/directives/>.

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SUMMARY OF REVISIONS: This directive supersedes NWSI 10-505, “Public Zone Change Process,” dated October 1, 2002. Revisions to this document include:

- 1) Removal of specific references to NWS Headquarters elements beneath the office level
- 2) Clarifications to zone change request process in sections 3.1, 3.2, 3.3, 5.3.1, and 5.3.2
- 3) Modifications to references reflecting new instruction name: “NWSM 10-507, Public Geographic Areas of Responsibility”
- 4) Extended minimum public notification time from 60 hours to 75 hours

signed	11/03/03
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Public Zone Change Process

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1. Introduction. This procedural instruction describes the process for requesting, coordinating and implementing changes to public zone maps and zone listing files in the National Weather Service (NWS) Directives System (NDS).

2. Types of Zone Map and Zone Listing Changes. Three different types of zone map and zone listing changes are described below.

2.1 Corrections for Errors on Zone Maps and in Zone Listings. These changes are necessary to correct errors in names and area designators, numbers, codes, identifications (ID) and indicators (WFO/county pointers on maps), or any errors of omission.

2.2 Realignment/Reconfiguration. Realignment and reconfiguration changes involve the movement of current zone boundaries, or the creation of new zones.

2.3 Zone/County/WFO Name, Code or ID Changes. These changes result from the correction of errors or other justifiable needs to modify a zone, Weather Forecast Office (WFO), or county name; zone or Federal Information Processing Standards (FIPS) code; or associated WFO ID.

3. Request Procedures and Levels of Approval. Follow the procedures below to submit requests and gain approval for zone map and listing changes.

3.1 Corrections for Errors on Zone Maps and in Zone Listings. All change requests for errors found on zone maps and in zone listings are submitted (via e-mail, facsimile, or hardcopy) to the respective Regional Meteorological Services Division (MSD) Chief. The MSD Chief verifies the error(s), and forwards the request to the Office of Climate, Water, and Weather Services (OCWWS) at NWS Headquarters. OCWWS coordinates the zone map and listing corrections process to insure corrections are properly and successfully implemented.

3.2 Realignment/Reconfiguration. Requests for changes to realignment/reconfiguration are submitted to the respective Regional MSD Chief (via email, facsimile, or hard copy) after coordinating with customers. Requests will contain written justification for the change. If necessary for clarification, a clearly labeled map depicting the realignment/reconfiguration should be included. The MSD Chief forwards (via email, facsimile, or hard copy) the request to the public program manager in OCWWS. Approval for such requests is granted by OCWWS upon the recommendation of the public program manager.

3.3 Name, Code, or Identification Changes. Requests for changes to zone or WFO name, zone or FIPS code, or WFO ID are submitted to the respective Regional MSD Chief (via e-mail, facsimile, or hard copy). Requests will contain written justification for the change. If necessary for clarification, a clearly labeled map depicting the name, code, or ID change should be included. A unique zone number is assigned to all newly created zones by the WFO in

coordination with regional and national headquarters. The MSD Chief forwards (via e-mail, facsimile, or hard-copy) the request to the designated public program manager in OCWWS. Approval for such requests is granted by OCWWS upon the recommendation of the public program manager.

4. Regional Headquarters Responsibility. NWS regional headquarters are the points of contact for all change requests received from their respective NWS field offices. The MSD Chief is responsible for reviewing requests (e.g., ensuring sound reasoning and adequate justification) and submitting requests to the public program manager in OCWWS. If the zone change requires public notification, the regional headquarters focal point (upon appraisal from OCWWS that the change is approved) submits a draft Public Information Statement (PNS) Service Change Notice to the public program manager. Public notification is required for changes that involve realignment/reconfiguration or zone/county/WFO name, code or ID. These changes require a minimum of 75 days notification prior to implementation.

5. NWS Headquarters Roles and Responsibilities. The NWS Headquarters offices that are involved with the public zone change process include: the Office of Climate, Water, and Weather Services (OCWWS), the Office of Science and Technology (OST), the Office of Operational Systems (OOS), and the Chief Financial Officer/Chief Administrative Officer (CFO).

5.1 Office of Climate, Water, and Weather Services (OCWWS). OCWWS has the responsibility to ensure zone maps and zone listings are updated as necessary, and is the final approving authority for all public zone related changes and subsequent updates to ***NWSM 10-507, Public Geographic Areas of Responsibility***. OCWWS will respond to zone change requests from regional headquarters within two weeks of receipt.

The designated public program manager is the NWS Headquarters focal point for the overall zone change process. The public program manager coordinates with several offices within NWS Headquarters, regional headquarters, and depending upon the required changes, may correspond with involved WFOs. Specifically, the public program manager is responsible for the following:

- a. Coordinating the details of all zone related changes with other NWS Headquarters elements;
- b. Ensuring that any changes made by other NWS Headquarters elements are timely, accurate, and correctly formatted;
- c. Maintaining accurate records of all zone map and listing changes;
- d. Processing the PNS Service Change Notice submitted by the appropriate regional headquarters, and making sure these issuances are distributed to NWS customers within the specified time frame; and

- e. Ensuring that all updates to *NWSM 10-507, Public Geographic Areas of Responsibility* are posted, and as up-to-date as feasible.

5.2 Office of Science and Technology (OST). OST has the responsibility to modify the Geographic Information System (GIS) map shapefile. The revised shapefile is posted to the AWIPS Map Database Catalog for public access, placed on the NOAA1 secure server, and converted to a border point file. OST transmits a notice via AWIPSINFO indicating that the revised zone map has been posted to the AWIPS Map Database Catalog, and transmits a “notification of change” e-mail to OOS and the designated public program manager in OCWWS.

5.3 Office of Operational Systems (OOS). OOS is responsible for tasking individuals with specific assignments to make the required zone map and/or zone listing changes.

5.3.1 OOS Zone Listing Change Procedure. OOS modifies the zone listing files using standard NWS word processing software. The revised files are attached to an e-mail and sent to the designated public program manager in OCWWS for review. Once approved, OOS posts the modified zone listing files to the appointed server in (.PDF) format.

5.3.2 OOS Zone Map Change Procedure. OOS uses GIS compatible software to make the zone map revisions. Once approved, OOS posts the updated maps to the appointed server in (.JPG) and (.PDF) formats for viewing and printing. An experimental interactive public zone map site is also updated to reflect zone map changes. All zone maps must be clearly labeled with the date of the most recent revision. A “notification of map posting” e-mail is then sent to the designated Public Program Manager in OCWWS, and the Chief Financial Officer/Chief Administrative Officer (CFO) focal point.

5.4 Management and Organization Division of the Chief Financial Officer/Chief Administrative Officer (CFO). The CFO focal point is responsible for posting *NWSM 10-507, Public Geographic Areas of Responsibility* on the NDS website. The CFO focal point should contact the public program manager in OCWWS when the website update is complete.